

Idaho State Historical Society  
Financial Services  
Quarterly Report  
October - December 2003

Overview:

Ongoing - Continue database of projected expenditures as purchase request forms are received. Process expenditure vouchers, receipt transactions and maintain control of appropriation and cash balances. Prepare management reports for review by administrators, Director and Trustees. Process payroll and personnel transactions. Facilitate personnel proceedings and maintain records. Maintain publications inventory. Bill for agency services and sales.

In addition to our routine monthly activities the fiscal office:

October:

1. Jeanne and I met with Lisa Robbins, (Financial Manager at IDOC) in October to identify procedures and structures which might work to process our grant records through STARS to resolve one of the auditor's findings. Since Lisa held my position at the Historical Society before transferring to IDOC we felt she knew about our agency enough to give us some good pointers. We discovered some very interesting differences between our two agencies which appear to make restructuring our system to record grant records through STARS a considerable challenge. I have made a full report to Steve Guerber on our current progress.
2. Communicated with Connie Stearns at SCO regarding transactions she prepared and submitted to resolve STARS grant balances.
3. Resubmitted revised budget package to Jeff Shinn, (now at State Board of Education).

November:

1. Meeting with Steve and Randy Tilley, DFM concerning 2005 budget package.
2. Other agencies have weighed in through the Idaho Fiscal Officers Association on the on-line vs paper copies of SCO reports. No word yet on final determination.
3. More reconciling of grant vs financial records through Stars.

December:

1. Supplied Ann Swanson with SHPO FY03 financial records for year end report.
2. Computed SHPO FY04 estimated salary requirements and review SHPO FY03 actual miscellaneous, contractor, travel etc. charges to SHPO grant for FY04 planning.
3. More reconciling STARS financial vs Grant records.

Other Topic(s) Of Possible Interest:

I hope the "Financial Reporting Presentation" on the agenda for the quarterly meeting January 30, 2004 will be beneficial to all the trustees. As we go through the presentation, please focus on the concern I have about the financial resources to revive I. Y.

Particular attention should be given to our lack of dedicated cash dollars available for publications. At the beginning of the fiscal year the cash resources for publications was \$(54,123.59). This deficit was the result of past dependance on the flawed optimism for a major increase in memberships and publications receipts to cover Tech & Admin Support (Outreach and Development), and Time-Line, Mountain Light and I. Y. production costs, (**supplies and materials not including salaries**), and an over production of I. Y. issues.

Receipts through December for Memberships & Publications was \$5,945.79, expenses through December were \$4,792.13. January collections so far are estimated at \$800.00 and we received an invoice in January for approximately \$1,300.

As you can see, the membership money received just barely covers the cost of producing just the Mountain Light thus far in the fiscal year. Other resources are needed and costs minimized to revive I. Y.

Projects Underway:

1. Respond to additional budget package inquiries from DFM & LBO.
2. Review Equipment disposal records and update SCO-FAS system records.
3. Prepare trend analysis or other reports as required by LSO.
4. Continue investigation of grant reporting through STARS procedures and implement training as necessary.
5. Prepare Fringe Benefit Calculation as of December 2003
6. Distribute personnel evaluation forms
7. Prepare indirect cost report based on FY03.

Personnel:

No change in Fiscal Office personnel.

Gifts and Donations:

No gifts or donations to the Fiscal Office.

Programs Presented:

No programs to the public presented by Financial Services staff.

Calendar of Events:

Not Applicable.

Number of patrons or visitors:

Not Applicable.

Submitted by:

V. L. Huntsinger

Thank you.